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**MEDICARE –
COORDINATION
OF BENEFITS**

Section 111 COB Secure Website

View/Update RRE Profile Information

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Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Web site (COBSW) View/Update Responsible Reporting Entity (RRE) Profile Information course.

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Disclaimer

While all information in this document is believed to be correct at the time of writing, this CBT is for educational purposes only and does not constitute official CMS instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link:
<http://www.cms.hhs.gov/MandatoryInsRep>

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Course Overview

- RRE ID Profile Information
- View/Update RRE Profile Information
- RRE Information Summary Page
- What Happens Next



Slide notes

This course will review the importance of RRE ID Profile Information, how to view/update your RRE Profile Information (such as contacts and company information), what you will see on the RRE Information Summary page and how to proceed afterwards.

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RRE ID Information

- Should be accurate
- May be changed after Account Setup is completed
- Must be kept up-to-date

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Accurate RRE ID information ensures that Section 111 Mandatory Reporting information is properly recorded. Information for the RRE ID is initially provided during registration, but may also be changed after the Account Setup is complete.

It is important that this information is up-to-date to ensure that the RRE receives all communications regarding file submission and processing.

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RRE ID Information

- Updated information used on all future communications
- E-mail sent to Authorized Representative and Account Manager

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Once the Account Manager has updated the RRE ID profile information, it will be used for all future communications from the Coordination of Benefits Contractor (COBC).

An automated e-mail is generated and sent to the Authorized Representative and Account Manager when RRE ID profile information has been updated.

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View/Update RRE Profile Information

- Enter Login ID and Password
- www.section111.cms.hhs.gov

**Slide notes**

To view/update RRE Profile Information, the Section 111 COBSW Account Manager associated to the RRE's account will first enter their Login ID and Password to sign onto the Section 111 application on the COBSW at www.section111.cms.hhs.gov.

Only Account Managers have the authority to update this information.

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View/Update RRE Profile Information

- RRE Listing Page will display
 - Functions as the main processing screen or Home page
 - It lists all of the RRE IDs to which you are associated

Slide notes

After a successful login, the RRE Listing Page will display.

This page functions as the main processing screen or Home page to initiate any of the Section 111 COBSW processes.

It lists all of the RRE IDs to which your Login ID is associated.

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The screenshot shows the CMS Section 111 Mandatory Reporting interface. At the top, there's a header with the CMS logo and the title 'Section 111 Mandatory Reporting'. Below this is a navigation bar with links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A secondary bar contains 'Home' and 'Log off'. The main content area is titled 'RRE Listing' and includes instructions on how to use the page, a search bar, and a table of RREs. On the right, there's a 'QUICK HELP' section with links to 'Help About This Page' and 'Submission Periods', and a 'Print this page' button. Below the table, there's a 'SECURE AREA' link and a footer with 'Privacy Policy | User Agreement'.

Section 111 Mandatory Reporting

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

4 items found, displaying all items: 1

RRE ID	Name	Status	Submsn Period	Reporting Option	Actions
36167	Aetna Hlth Inc WA Corp	Setup	0	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36169	Vision Services Plan Inc OK	Setup	3	Expanded	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36184	Testing Company	PROD	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36188	Acme 1	Setup	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>

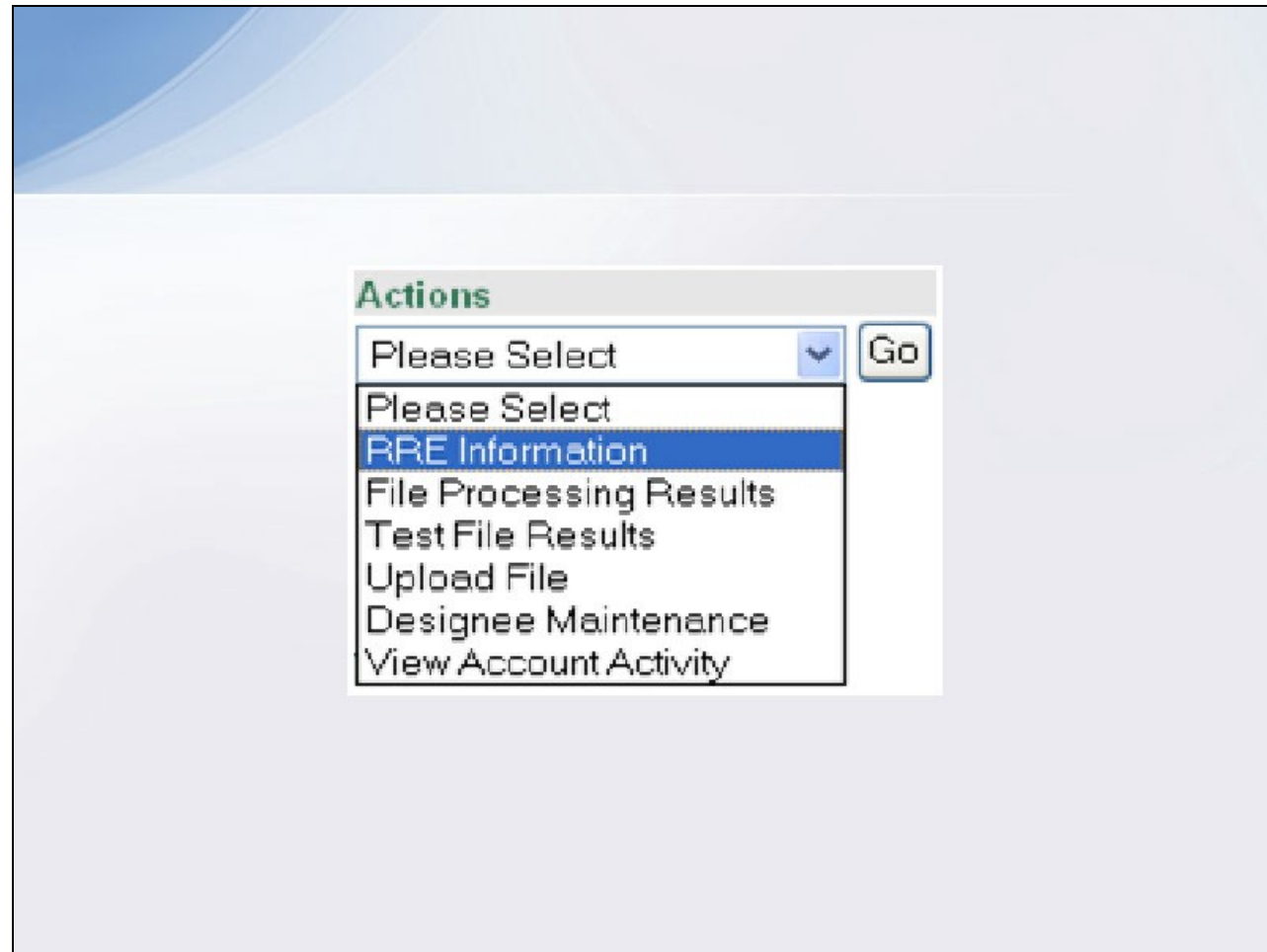
[SECURE AREA](#)

[Privacy Policy](#) | [User Agreement](#)

Slide notes


Once the RRE Listing page displays, the Account Manager should select the down arrow on the Actions dropdown box for the applicable RRE ID.

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**Slide notes**

From the Actions dropdown box, the Account Manager will select "RRE Information" and click Go when they want to view/update RRE Information.

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RRE Information Summary 

[Print this page](#)

Please review your RRE Information. If you need to change the information, click the 'Edit' button.
Print this page for your records.

RRE Company Information	Agent Information
RRE ID: 831	Agent Company Name: Jackson Inc
Company Name: General Dynamics	Agent Contact Name: Mary Mary
Address: 1 W. Pennsylvania Ave	123 Main St
City, State Zip: Towson , 21204	Baltimore , CO 21220
EIN/TIN: 111111114	Agent Contact Telephone: 333-222-5555 Ext
Telephone: 410-832-8330	
Fax: 410-832-8320	
Lines of Business:	
Medial	
Hospital	
Estimated Number of Covered Individuals:	
25000	
Reporting Level: Basic	

File Transmission Methods

File Type: Transmission Type:
File Type: Transmission Type:
File Type: Transmission Type:
File Type: Transmission Type:
File Type: Transmission Type:
File Type: Transmission Type:
HEV Software: Mainframe

Edit

Continue

Slide notes

The RRE Information Summary page will display.

If you wish to edit any information, click the Edit button which will open all pages for editing.

Make any changes to the necessary pages and click Continue.

You can print a page at any time by clicking the Print this page link.

Account Managers do not have the authority to change the person named as the RRE's Authorized Representative, nor the person named as Account Manager.

Additionally, they cannot update the File Transmission Method information except in the following case.

NGHP RREs that are currently set up with a file transmission method (i.e., HTTPS, SFTP, or Connect:Direct) and originally indicated during their Account Setup that they had 500 or fewer annual expected claims, may change from their current file submission method to the Direct Data Entry (DDE) submission method without EDI Representative assistance.

The RRE's Account Manager can make this change on the Section 111 COBSW themselves.

Please see the "Switching to or from DDE" CBT for more information.

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Contact Your EDI Representative



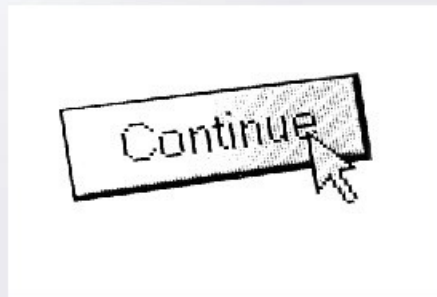
Slide notes

To update File Transmission Method information or change your Authorized Representative or Account Manager, you must contact your EDI Representative.

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RRE Information Page

- If changes are not necessary, click Continue button until RRE Information displays again

**Slide notes**

If you are not making any changes, click the Continue button at the bottom of the page until the RRE Information page displays again.

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What Happens Next?



- RRE profile changed successfully
- E-mail and updated profile report sent to Authorized Representative
- Authorized Representative reviews, signs and returns profile report to COBC

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Once the RRE profile information has been successfully changed, the system will generate and send an updated profile report and e-mail to the Authorized Representative.


The Authorized Representative must review, sign and return a copy of the profile report to the COBC.

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You have completed the COBSW Update RRE Profile course. Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents, which can be accessed after logging into the Section 111 COBSW.



Slide notes